



Town of Zionsville

1100 West Oak Street - Zionsville, IN 46077

(317) 873-1575

Land / Building Improvement Procedures for the Town of Zionsville

1. **REVIEW THE ATTACHED MAP** to ensure that the property you are improving is in the Town of Zionsville's jurisdiction. In order to be approved to construct a single family residence on a property which has AG (Agricultural) zoning, the applicant must apply for a Special Exception from the Board of Zoning Appeals. Applications for a Special Exception and the schedule showing the application deadline and the Board of Zoning Appeals meeting dates may be obtained at:

- The Town of Zionsville's Planning Department
1100 West Oak Street
Zionsville, IN 46077

2. **BUILDING PERMIT APPLICATION**

The following information must be submitted when applying for a building permit.

Incomplete submittals will not be accepted.

3. **APPLICATION FORM**

- The applicant will be required to complete a Town of Zionsville Residential or Commercial Improvement Location Permit. Applications can be obtained on the Town's website at:
- <http://www.zionsville-in.gov/town-services/planning/resources-regulations/application-forms/>, or at the Planning Departments' office.
- **The following permits (if applicable), must be obtained BEFORE permit submittal to the Town of Zionsville:**

- A) **Septic Permit/Sanitary Sewer Release and Well Permit/Water Service Approval.**

- One (1) copy.
- Septic and Well Permits are available at:
 - a) Boone County Health Department: 116 W Washington St Rm B201, Lebanon, IN 46052, (765) 483-4458
 - b) Clay Township Regional Waste District: 10701 North College Avenue, Suite A, Indianapolis, IN 46280 (317)-844-9200
 - c) Whitestone Municipal Sewers: 6999 Lexington Circle, Zionsville, Indiana 46077 (317) 733-8584
 - d) Reviewed as a part of the Building Permit submittal by the Town of Zionsville Planning Department. For questions contact the Town of Zionsville Wastewater Department at: 855 Starkey Ave, Zionsville IN 46077(317) 873-2332

Sanitary Sewer Release and Proof of Water Service are available from the applicable utility providers.

- B) **Driveway Permit.**

- One (1) copy. This is required for any new driveway proposed to outlet onto a Boone County Road or State Highway. This is obtained from either:
 - a) Boone County Highway Department, 1955 Indianapolis Avenue, Lebanon, IN 46052 (765) 4824550
 - b) State Highway Department, P.O. Box 667, Crawfordsville, IN 46933 (765) 362-3700.
- Town of Zionsville, Reviewed as a part of the Building Permit submittal by the Town of Zionsville Planning Department. For questions contact the Town of Zionsville Street and Stormwater Department 1075 Parkway Drive, Zionsville, IN 46077 (317) 873-4544

- C) **Stormwater Drainage Permit.**

- One (1) copy.
- Drainage permits for site locations in within the Boone County Regulated Legal Drains:
 - a) The Boone County Surveyor: 116 W Washington St Rm 102, Lebanon, IN 46052, (765) 483-4444.
A certified site plan will be required to obtain the permit.
- Drainage Information for site locations within the Urban area of Zionsville:
The Town of Zionsville Street and Stormwater Department: 1075 Parkway Drive, Zionsville, IN. (317) 873-4544

- D) Projects that include a Fire Alarm System, Sprinkler System Hood Suppression System and/or a Construction Design Release from the State of Indiana will require a **Fire Protection Permit:**

- a) Town of Zionsville Fire Marshall, 1100 West Oak Street, Zionsville, IN 46077 (3217) 733-3020.

Additional items to include in the submittal package:

- E) **Residential projects are required to submit Town (2), copies of the Plot Plan. Two (2) copies of Construction Plans, and One (1) copy of the 2012 Indiana Energy Code Certification.**

- F) **Commercial projects are required to include Three (3) copies of the Plot Plan, Three (3) copies of Construction Plans and One (1) copy of the Road Impact Fee Calculation form.**

4. **SUBMITTING YOUR APPLICATION.** When you submit your application for a building permit, a staff person will

follow the checklist above to ensure that you are submitting a complete application. This person WILL NOT do a detailed review of your submittal at this time, but will merely accept your information for review.

5. **PERMIT REVIEW.** The Applicant will be notified if there are any questions during the review process. The review process may take up to Five (5) business days for Residential project and Fifteen (15) business days for Commercial Projects, (excluding the submittal date). The Applicant will be notified by phone of the permit approval and fees, which are due at time of permit pick-up.

6. DETAILS

- A) **Plot Plan.** A certified plot plan stamped and signed by a land surveyor may be required. The plan must contain the following items, which cannot be hand-drawn on the plan:
- Owner's Name and Address. Address of lot.
 - The Indiana registration and professional stamp of the civil engineer or land surveyor certifying the items shown on the plot plan. A written legal description of the subject property.
 - A scale not to exceed 1"-100'. On large acreage parcels, the actual building site should be enlarged.
 - A north point, drawing scale, and the date the plot plan was prepared by a land surveyor or civil engineer.
 - The distance from lot lines for all existing and proposed buildings, structures or improvements (This distance is measured as a line from the point where the building, structure or improvement is closest to the property line. This measurement is taken perpendicular to the property line.)
 - The height of the existing and proposed buildings, structures, improvements.
 - Location and exact dimensions of all existing and proposed structures on the site including sanitary water, sanitary sewer, well with radius, and septic system
 - All existing road rights-of-way, building lines, drainage and utility easements, Boone County legal drains, ditches, federal flood hazard areas, private tile drains, and private lakes or ponds. No building or septic system may be placed closer than 75 feet to a Boone County legal drain without written permission of the Boone County Drainage Board.
 - Location, size, and design of the proposed septic system including a drawing of the absorption field showing the length of absorption trench. Location and size of the proposed sub-surface drainage outlet to the property.
 - Location and size of the proposed sub-surface drainage outlet to the property.
 - Direction of surface drainage flow on the site with at least 5 random elevation points shown at various locations on the parcel or a two-foot topographic contour map of the site.
 - Elevations:
 - Existing elevations at the four corners of the property. In case of large parcels, at the four corners of the building site.
 - Existing and proposed grade elevations at the four corners of the structure.
 - Finished floor elevation of the structure.
 - Invert elevations of the septic system absorption field and the subsurface drainage system.
 - Invert elevation of the septic system absorption field and the substance drainage system.
 - Invert elevation at the proposed sub-surface drainage outlet shall be provided if a field tile is to be utilized. A cross-section showing the top of bank elevation, elevation to the subsurface drainage tile, flow line and ditch bottom elevation if an open drain is to be used as the drainage outlet.
 - Legal description of any easement acquired in order to cross another owners property in order to obtain a drainage outlet. A copy of the document verifying the drainage easement shall also be submitted.
 - The property owner seeking septic system approval may be required to submit soil boring data, soil samples, excavate and underground drainage outlet for inspection, or provide an open excavation for visual inspection by the Boone County Sanitarian.
 - Structure proposed for demolition should be indicated as such.
 - Location and size any proposed or existing driveway. (Any connection to an alley to an alley must also be indicated).
 - The number of dwelling units (if applicable) of existing and proposed buildings or structures.
 - All other information required for the proper administration and enforcement of the Zionsville Zoning Ordinance.

Definition of Floor Area:

For Single-family and Two-Family Dwellings, the sum of all horizontal surface areas of all floors of all roofed portion of a building enclosed by and within the surrounding exterior walls or roofs, or the centerline(s) of party walls separating such buildings or portions thereof. The Floor Area of a building shall exclude all areas with a vertical height clearance less than seventy-eight (78) inches, exterior open balconies, and open porches.

7. CONSTRUCTION BLUEPRINTS

- Two sets of detailed construction drawings should accompany an ILP application, and should include: At least two elevations for additions, four elevations for single-family and two-family homes; foundation plan, floor plan and a typical wall section, from the roof pitch to the foundation, must be drawn. All cross sections must be properly detailed and labeled. Building materials to be used in the walls must be listed, along with the R-value of each, to ensure compliance with the Indiana Energy Code.
- Manufactured Trusses.** If manufactured trusses are used, a diagram must be included with building plans for all trusses. Truss diagrams must be stamped with the seal of the registered architect or engineer who is responsible for that design. Only Indiana registrations will be accepted.
-

Be Advised:

The Building Commissioner may waive or relax any of the requirements listed above, as circumstances dictate.

Obtaining a permit through The Town of Zionsville does not supersede approval from your Homeowners Association. Please contact you Homeowners Association for approval of your project.